

English Language Coordinator

Job Description



Job Title	English Language Coordinator
Reports to	Head of Operations (Digital) - (Principal Line Manager) Head of Operations (In-Person)
Salary	£30,000
Hours	37.5 per week Full Time
Direct reports	English Language Session Leads (Freelancers and Volunteers)

Role purpose

- To provide refugees and asylum seekers with the English language skills required to function effectively within society and as a basis for integration.
- To engender confidence and enthusiasm to use English and develop social skills.
- To create and develop English, Conversation, Community and English for specific purposes sessions to deliver across the client base.
- To induct and manage a team of session leads to assist with all the English sessions.
- To create an English Language Enrichment programme with community partners including trips and activities to assist clients to participate in the community.
- To ensure all record keeping is maintained and all work is reported to the Operations team.

Main responsibilities

English Language Delivery

1. To deliver a range of English language provision to refugee and asylum seeker clients, many of whom are absolute beginners and from a variety of different backgrounds. Including but not restricted to Support Service English, IELTS, Parents with Children, Digital Skills, Tea Cosy Club.
2. To differentiate delivery taking into consideration the pastoral needs, learning ability and individual circumstances of each client.
3. Identify clients who may be having particular difficulties and refer them to the Support Service to access practical support to resolve issues arising.
4. Deliver a maximum of 20 class teaching hours per week across Zoom and/or in-person as required.

Registration and Attendance

1. To supervise the registration, assessment and placement of clients into sessions.
2. To maintain client attendance registers for sessions.
3. Monitor attendance and follow up clients' learning objectives.
4. To ensure attendance registers, assessment records and all other relevant record keeping is completed in line with Centre procedures.

Planning and Assessment, Monitoring and Evaluation

1. To work as part of the English language team in assessing and inducting the clients into your sessions and to facilitate activities as directed by the Operations team during the induction period and throughout the term.
2. To deliver Diagnostic/Other Assessments on English courses as required.
3. To oversee the collection of Monitoring and Evaluation data directly with clients as required and to complete all other monitoring and evaluation tasks in accordance with the Chief Executive and the Head of Fundraising and Communications.

4. Facilitate feedback and co-creation activities to assist the Operations Team with areas of development. Centre Development Group

Course Materials

1. To ensure Schemes of Work for English sessions are in place (responding to any content requirements).
2. To create course material and lesson plans relevant to the scheme of work and the clients; to give feedback to the Operations team, making recommendations for further development.
3. To create, design and facilitate activities and exercises as part of the Centre's enrichment programme. eg. excursions, class café, projects, displays of work etc.

Working with Session Leads (freelance and volunteers)

1. To induct suitable English language volunteers into the classroom, to allocate tasks as and when appropriate, and to supervise English Language Session Leads' work, in consultation with the Operations team. To report any problems relating to volunteers to the Operations team.
2. To assist the Operations team with recruitment, induction, development and training of English language volunteers in the sessions. To oversee the day to day work of English language volunteers.
3. To ensure that all your sessions and activities have suitable facilities and equipment.
4. To work with the Operations Team to ensure monitoring and evaluation is carried out effectively..
5. To work with the Operations team to ensure that all activities and sessions are of an excellent quality.

Community Partner Liaison and Enrichment Activities

1. To liaise with community partners to develop and carry out visits and activities and to encourage clients to participate into and contribute to the community.
2. Develop an Enrichment programme for clients to give opportunities to learn about culture, integrate into the community, speak English and improve wellbeing.

Meetings, Feedback and General

1. To attend regular staff and Centre meetings as directed by the Chief Executive.
2. Attend, give feedback on and contribute to planning other Centre activities and events.
3. To undertake any additional tasks as identified by the Operations Team or the Chief Executive.

Person specification: English Tutor and English Language Volunteers Coordinator

Experience	Degree or above and qualified teacher of ESOL, EFL or equivalent with relevant and recent experience: Minimum CELTA qualification (or equivalent)	Essential
	ESOL subject specialist qualification at Level 5	Desirable
	Experience of organising registering and assessing new learners	Essential
	Recent relevant professional development	Desirable
	Experience of teaching the whole ability range and planning for differentiation including learners with no experience of English	Essential
	Experience of the Adult Core Curriculum	Desirable
	Classroom management techniques and strategies	Essential
	Development of learning materials in line with the varied needs of the learners	Essential
	Development/supervision of Enrichment activities to enhance the learner experience	Desirable
	Management and induction of staff or volunteers	Desirable
	Experience of working the voluntary sector	Desirable
Skills	Excellent communication and interpersonal skills	Essential
	Excellent organisational skills	Essential
	Effective classroom management skills	Essential
	Excellent IT skills	Essential
	Excellent time management skills	Essential
	Excellent people management skills	Essential
Islington Centre aims and objectives		
	Strong understanding and empathy for the issues faced by refugees, asylum seekers and migrants.	Essential
	Commitment to fulfilling the organisation's strategic objectives.	Essential
	Understanding of the challenges and opportunities of working in a small charity.	Essential
	Understanding of best practice in working with vulnerable people and commitment to working within the organisation's safeguarding policy.	Essential
	Commitment and understanding to actively promoting the principles of equal opportunities.	Essential